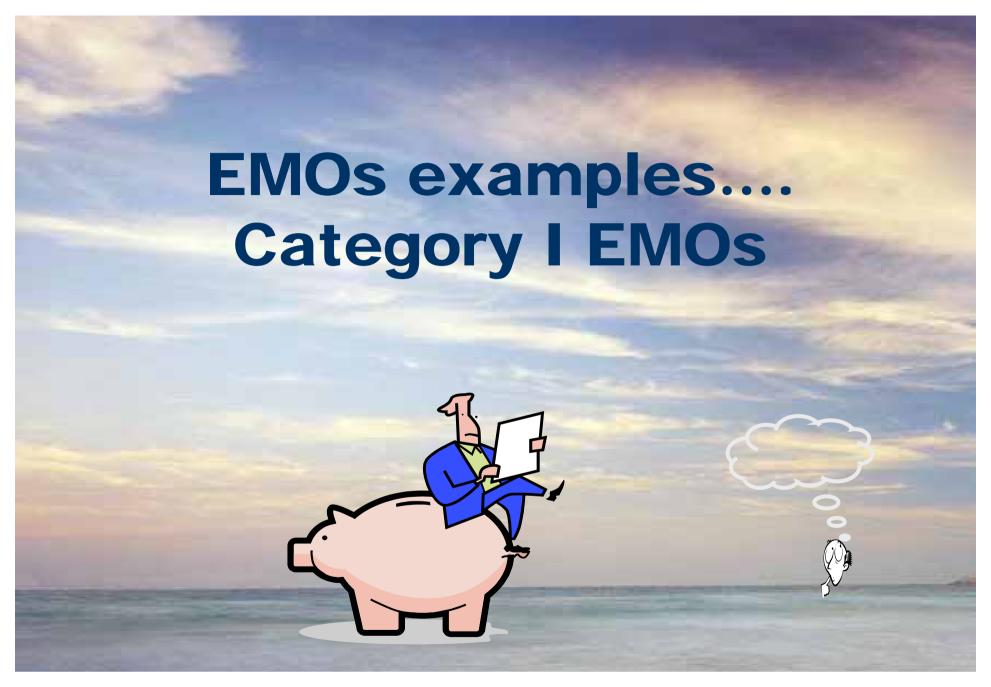
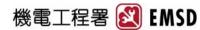


3 Categories of Energy Management Opportunities

- * Cat. 1: Simple and easy housekeeping practices
- * Cat. 2: More savings at a reasonable cash outlay
- * Cat. 3: Substantial savings over a long term with capital investment



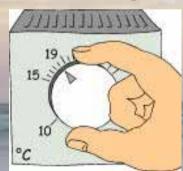


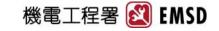


Air Conditioning

Minimize Energy Use

- ★ Turn off AC right after use affix "Save Energy" sticker near the exit
- * Use natural ventilation or fan where possible
- * Set AC at 24°C and suitable fan speed.
 Check temperature regularly





Air Conditioning Use Energy Efficiently

- Set up maintenance programme to ensure efficient operation
- Clean AC and dust filter
- Replace room coolers with more energy efficient models with Grade 1 or 2 Energy Label



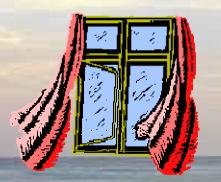


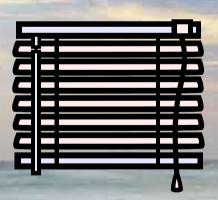


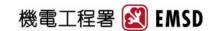
Air Conditioning

Minimise Energy Loss

- Keep windows and doors closed to minimise air infiltration when AC is running
- Lower window blinds or curtains to reduce direct sunlight during summer time







Lighting

- Turn off unnecessary lighting for area not in use – affix "Save Energy" sticker near the switch
- Turn off or dim lighting in perimeter area

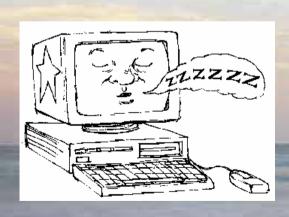






Office Equipment

- * Set all computers and office equipment to "energy saving" mode, and turn them off after use
- * "Screen Saver" is actually "Energy Waster" & should not be used when computer is idle
- * Unplug equipment chargers and adapters when these electronic equipment are not in use
- * Arrange for last-man-out to turn off all equipment









Lifts & Escalators

- Use the stairs for 1 or 2 floors up or down affix "Save Energy" sticker near the lift
- Shut down some of the lifts and escalators during non-peak hours
- * Switch off the lighting and ventilation fan inside the lift car when the lift is in standby/idle mode



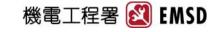


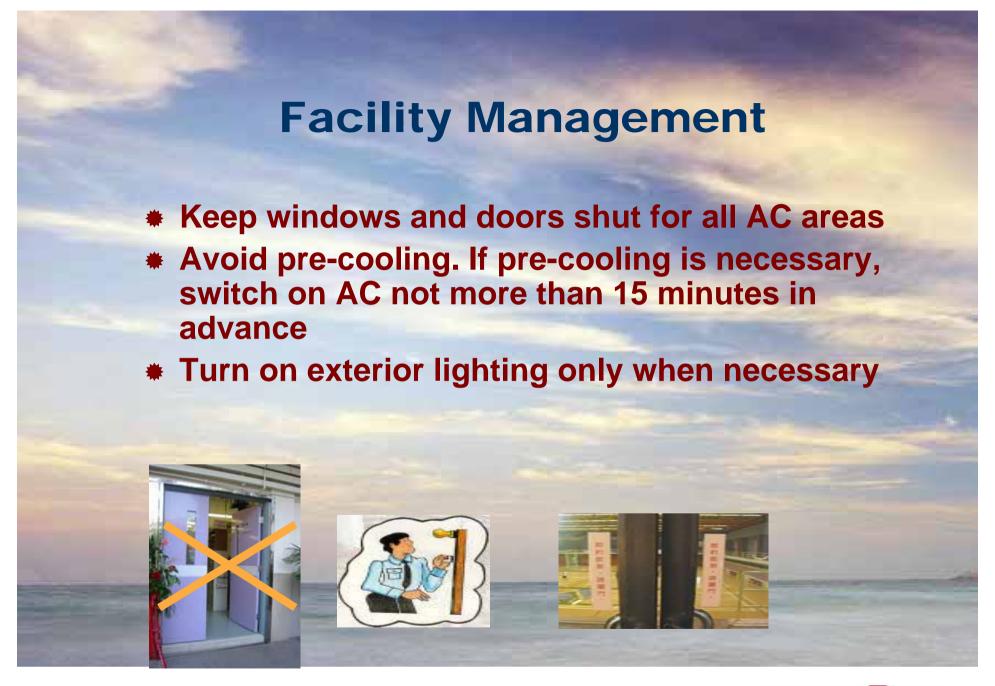












Get Your People Into Action

- * Get support from all staff
- * Explain energy policy and housekeeping practices (and incentive scheme) through staff briefings, emails, newsletters or notice boards
- * Affix "Save Energy" stickers at switches, doors, exits, lifts and escalators as a reminder
- Keep track of organisational performance in energy saving, and benchmark against targets

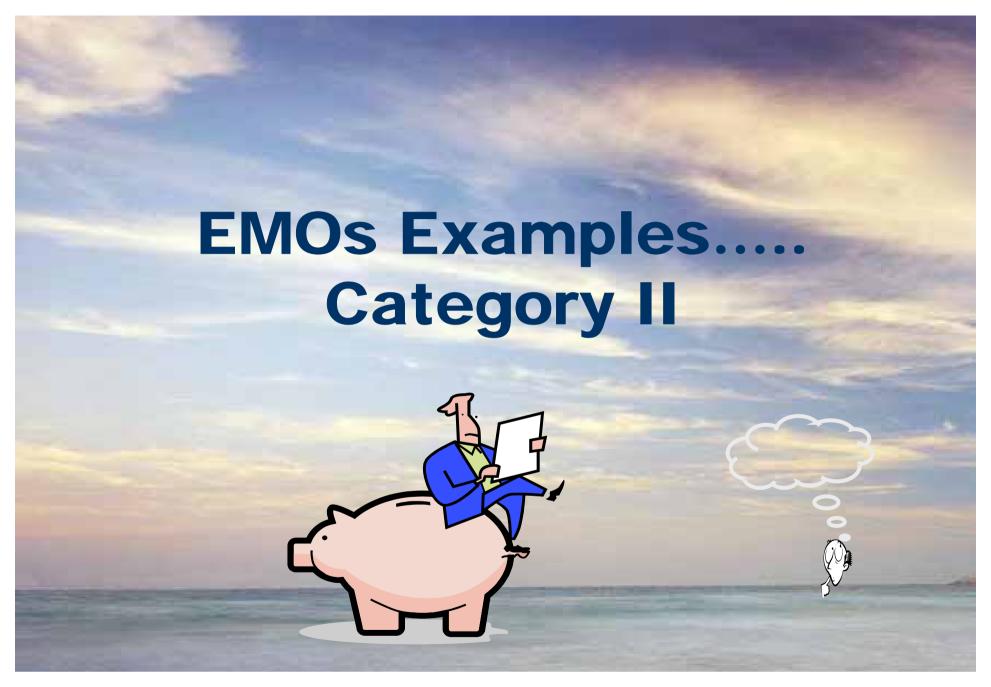








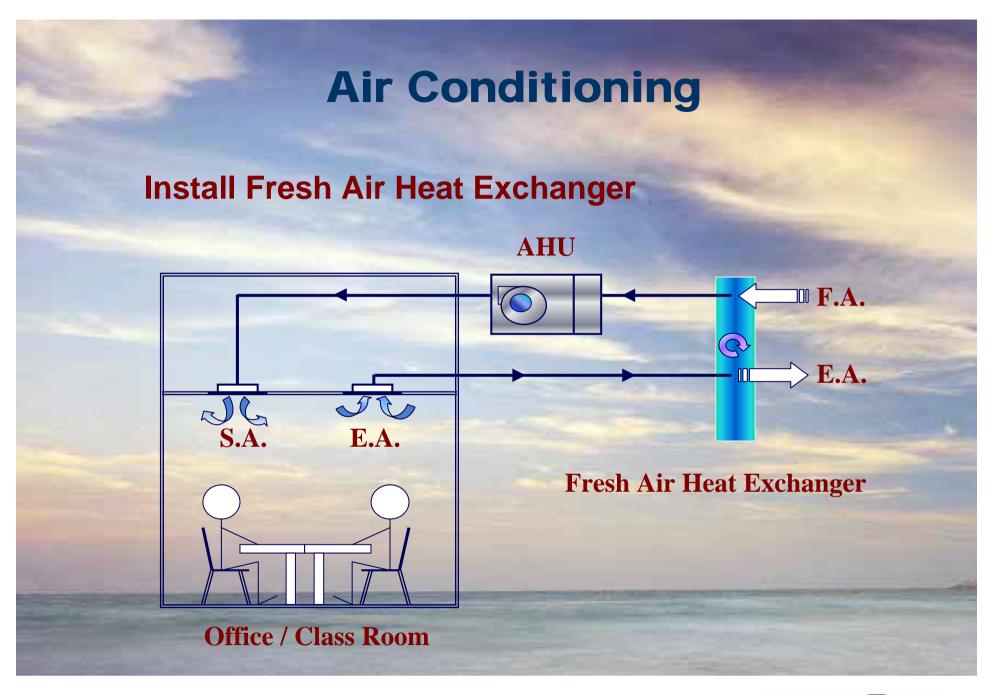




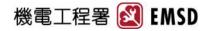
Category 2 Measures

- * Energy Saving > Cat. 1
- * Small Capital Investment
- Payback < 3 Years</p>
- Some Engineering Work







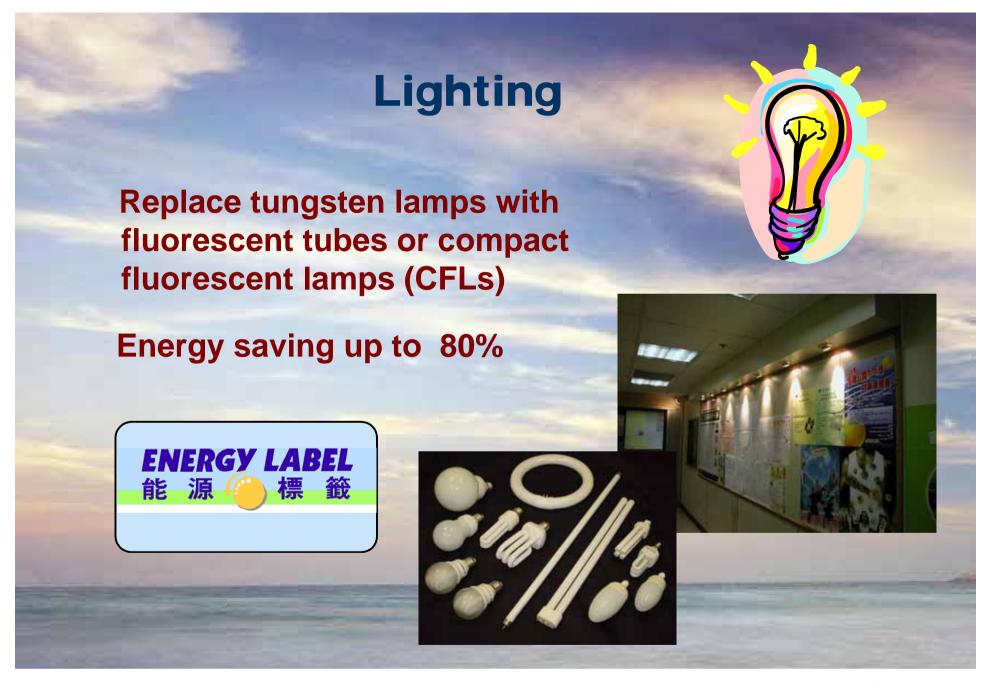


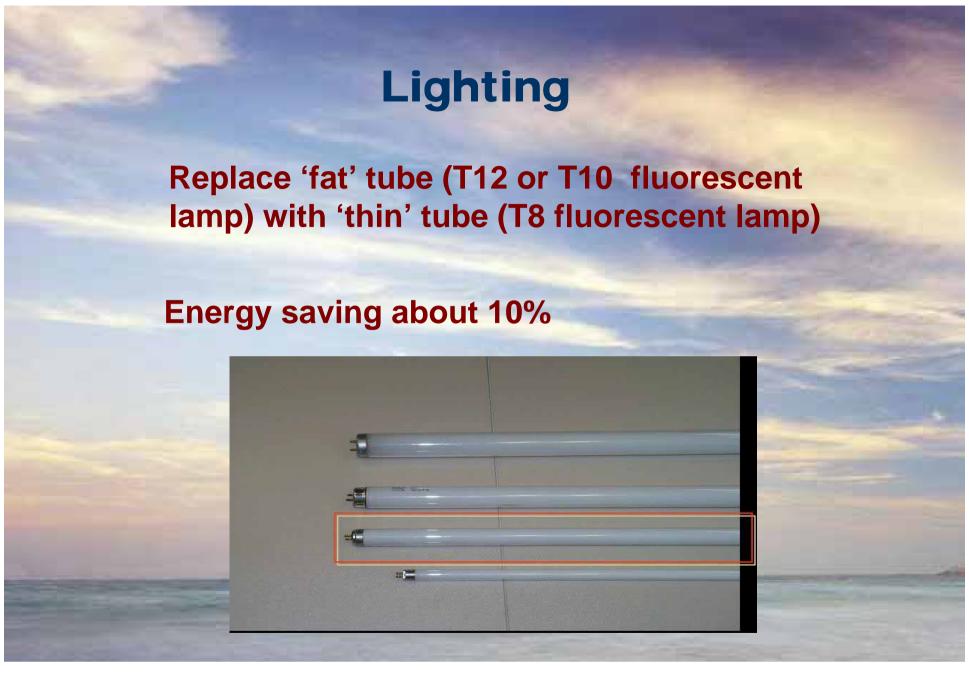


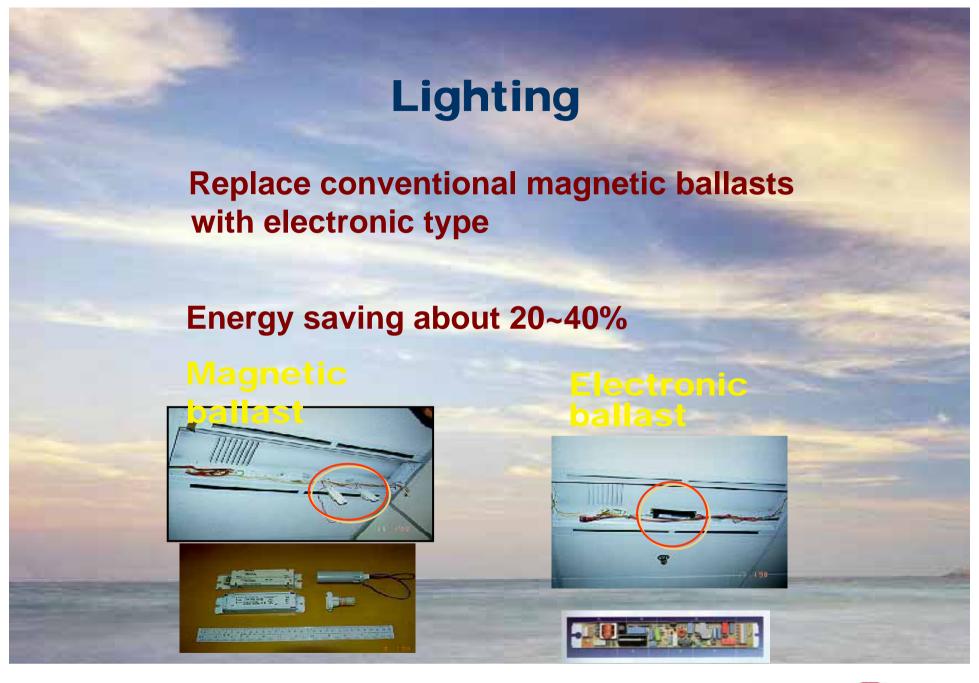
- * Relocate temperature sensors to suitable location that can properly reflect the space conditions under control
- Increase every 1°C of set point temperature will save about 1.5% of electricity













Lighting

LED is gradually replacing some conventional lighting technologies

- * Long life, maintenance free (up to 100,000 hours)
- * Operates on extra-low voltage (12V and 24V)
- Range of colours

Applications:Effect lighting
Signalling
Emergency lighting

